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### » Tax Payment entry - Concept and Referenced

#### What can I find on this page?

On this page you have to choose the withdrawal account and the type of tax to be paid.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. Accounts

- Withdrawal account:

Choose from the *Withdrawal Account* selection list, the account that you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

##### 2. Tax

Select the type of tax to be paid from the selection list:

- Provisionary
- Annual
- Fiscal credits
- States
- Rights, products and exploitation.
- Referenced

By clicking "Continue", the entry screen corresponding to the type of tax you want to pay will be displayed.

### » Tax Payment entry - Provisionary Concept

#### What can I find on this page?

On this page you can enter the Federal Tax Payment for Provisionary concept.

#### How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure

- Select Payments of Provisionary Taxes.

In this section you can make, in only one transaction, up to ten payments of Federal Tax for Provisionary concept such as:

- Impuesto sobre la Renta (ISR) - (Income Tax)

- Impuesto al Activo – (Assets Tax)
- Impuesto al Valor Agregado (IVA) - (VAT)
- Impuesto Especial sobre Producción y Servicios - (Special Tax on Production and Services)
- Impuesto Sustitutivo del Crédito al Salario - (Tax Substitute of the Salary credit)
- Impuesto a la Venta de Bienes y Servicios Suntuarios - (Sales Tax on luxury goods and services)
- To request a Federal Tax Payment by Provisionary concept:
  1. Select in Origin Account, the branch and your account number and click "Search". When you have selected the branch and your account number click "Continue".
  2. Enter your Registro Federal de Contribuyentes in the corresponding box.
  3. Confirm your Registro Federal de Contribuyentes.
  4. Click "Continue".
  5. If you are an Individual entity, entry:
    - Your father´s last name
    - Your mother´s last name
    - Name(s)
  6. If you are a Legal person, entry:
    - Trade name or denomination registered in Secretaria de Hacienda y Credito Publico.
  7. Select the Type of Tax to be paid.
  8. Enter the Payment Period (Monthly, Bimonthly, Quarterly, or Semiannual). It is important to mention that some periods are disabled depending on the tax to pay.
  9. Select the period (month) in which to apply the payment.
  10. Select the Fiscal year (year) in which to apply the payment.
  11. The option Second Fiscal year is enabled depending on the tax to pay and its period
  12. The option Liquidation will be enabled depending on the tax to pay.
  13. Select the Type of payment (which value will be expressed as "Normal", "Complementary" or "Fiscal correction").
  14. Enter the exact amount, with no cents, of your declaration.
  15. If the field Tax Over withheld is enabled, enter the exact amount, with no cents, of your declaration.
  16. Select the additional debits linked to the selected tax.
  17. Enter the exact amount with no cents.
  18. Select the additional Applications linked to the selected tax.
  19. Enter the exact amount with no cents.
    - If you want to erase any amount from the points 11 or 13, select the amount and click "Delete".
  20. If the Amount previous paid, entry the amount previously paid for this tax and period, as well as the date in which you presented the paid amount.
  21. Click "Accept" concept.
  22. In the field Detail, located on the right side of your screen, you can see the details of the taxes entered up to the moment.

23. In the field Total effectively paid, you can see the total sum of the entered taxes to be paid.
24. With the button Erase concept, you can select a concept and erase it from the Detail box.
25. With the button Erase all, you can eliminate all the entered taxes in the Detail box
26. If you want to pay other type of tax, fill the corresponding information following the same procedure.
27. Enter the Second digital signature only if the representative who is operating the transaction is associated, if not, click on Continue.
28. To confirm your operation, click "Accept".

### **Important:**

- You can enter a maximum of ten tax payments by application.
- If the declarer is a Legal person, it is mandatory to make the tax payment electronically.
- The associated operations require a Second digital signature based on the facilities module.
- If you send one operation and click "Stop", the transaction can be applied (because the application was sent) and you may not receive the response (for having stopped it). Before you make another operation, verify that the transaction was not applied; to do that see the Record.
- If you receive an error message after making the transaction, verify if the amount of Total to be paid was deducted from your funds or reprint your receipt.
- It is fundamental to clarify that unless you have specified the contrary, you cannot make a duplicated payment of the tax the same day.

### **Duplicated Payment (definition)**

When you enter a tax payment with the information of RFC, type of tax, period, fiscal year and type of payment, exactly equal the same day.

- Available hours: 24 hours, 365 days of the year.
- If you want to consult your balance before making a Federal Tax Payment, select the option Balances, in the module Queries.
- To return to the principal menu, end the session or ask for help, any time you can click on the corresponding button for each action.

If you require advice or more information about the payment and how to present declarations by electronic means, you can come to any Fiscal attention module, or call the SAT call center: from outside Mexico City dial the free number 01 800 904 5000; in Mexico City dial 5227 0297. To call BancaNet Empresarial, from Mexico City call 1226 8867 or from outside Mexico City call 01800 111 2020.

The button Return enables you to make a new selection of the tax you want to pay.

By clicking "Continue", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

### » Tax Payment entry - Annual Concept

#### What can I find on this page?

On this page you can enter the Federal Tax Payment for Annual concept.

#### How can I obtain the information I am interested in?

1. Upload the Java Applet.

2. Fill the Applet with the following procedure

- Select the form for Federal Annual Taxes

In this section you can make, in only one transaction, up to ten payments of Federal Tax for Annual concept such as:

- Impuesto sobre la Renta (ISR) – (Income Tax)
- Impuesto al Activo – (Assets Tax)
- Impuesto al Valor Agregado (IVA) - (VAT)
- Impuesto Sustitutivo del Crédito al Salario - (Tax Substitute of the Salary credit)
- Impuesto a la Venta de Bienes y Servicios Suntuarios - (Sales Tax on luxury goods and services)
- Impuesto sobre Tenencia o uso de vehículos - (Road tax)

- To solicit a Federal Tax Payment by Annual concept:

1. Select in Origin Account, the branch and your account number and click "Search". When you have selected the branch and your account number click "Continue".

2. Enter your Registro Federal de Contribuyentes in the corresponding box.

3. Confirm your Registro Federal de Contribuyentes and click "Continue".

4. If you are an Individual entity, entry:

- Your father´s last name
- Your mother´s last name
- Name(s)

5. If you are a Legal person, entry:

- Trade name or denomination registered in Secretaria de Hacienda y Credito Publico.

6. Select the Type of Tax to be paid.

7. In the section where Will you present an Accountant´s Opinion is asked, you have to place the mark "P" only if you are going to present the Opinion to SAT: it is not necessary to indicate the declaration date nor the number of operation received from SAT.

8. If you do not preset the Opinion, you have to enter the date you presented the declaration to SAT and the operation number given by SAT.

9. Enter the date of the fiscal year declaration.

10. Enter the number of operation received from SAT. Remember that to make your annual payment you have to send first your annual declaration through the SAT portal; doing this you receive your Operation number receipt.

11. Enter the amount of the profit sharing payment for the workers of the company (PTU).
12. Select the corresponding period for the payment.
13. Select the Fiscal year.
14. Select the Type of payment (which value will be expressed as "Normal", "Complementary" or "Fiscal correction").
15. If the section Tax to be paid, enter the exact amount, with no cents, of your declaration.
16. Select the types of concepts for Additional debits that you include in your declaration, entering in the box the exact amount, with no cents, that corresponds to the concept.
17. Select the types of concepts for applications (credits) that you include in your declaration, entering in the box the exact amount, with no cents, that corresponds to the concept.
18. If the field Amount previously paid is enabled, entry the amount previously paid for this tax and period, as well as the date in which you presented the paid amount.
19. If the field *First partial payment amount* is enabled:
20. If your payment is going to be presented in partial payments, enter the exact amount to be paid for your first partial payment for this tax and period.
21. Click "Accept" to place your information on the right section of the screen (Detail box), this is already considered part of your payment to be presented.
22. In the field Detail, located on the right side of your screen, you can see the details of the taxes entered up to the moment.
23. In the field Total effectively paid, you can see the total sum of the entered taxes to be paid.
24. With the button Erase concept, you can select a concept and erase it from the Detail box.
25. With the button Erase all, you can eliminate all the entered taxes in the Detail box
26. If you want to pay other type of tax, fill the corresponding fields following the same procedure, on the contrary click Continue.
27. Click "Accept" to confirm your operation.

### **Important:**

- You can enter a maximum of ten tax payments by application.
- According with the tax to pay, the corresponding fields for each payment are enabled or disabled.
- If you send one operation and click "Stop", the transaction can be applied (because the application was sent) and you may not receive the response (for having stopped it). Before you make another operation, verify that the transaction has not been applied.
- If you receive an error notification after accepting the concept, verify if the amount of Total to be paid was deducted from your funds or reprint your receipt.
- It is fundamental to clarify that unless you have specified the contrary, you cannot make a duplicated payment of the tax the same day.

### **Duplicated Payment (definition)**

When you enter a tax payment with the information of RFC, type of tax, period, fiscal year and type of payment, exactly equal the same day.

- Available hours: 24 hours, 365 days of the year.

- If you want to consult your balance before making a Federal Tax Payment, select the option Balances, in the module Queries.
- To return to the principal menu, end the session or ask for help, any time you can click on the corresponding button for each action.
- If you require advice or more information about the payment and how to present declarations by electronic means, you can come to any Fiscal attention module, or call the SAT call center: from outside Mexico City dial the free number 01 800 904 5000; in Mexico City dial 5227 0297. To call **BancaNet** Empresarial, from Mexico City call 1226 8867 or from outside Mexico City call 01800 111 2020.

The button "Return" enables you to make a new selection of the tax you want to pay.

By clicking "Continue", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

### » Tax Payment entry - Fiscal Credits Concept

#### What can I find on this page?

On this page you can enter the Federal Tax Payment for Fiscal Credits concept.

#### How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure

#### Temporarily disabled by Servicio de Administracion Tributaria (SAT)

To make a new selection of the tax you want to pay, click Return.

By clicking "Continue", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

### » Tax Payment entry - States

#### What can I find on this page?

On this page you can enter the Federal Tax Payment for States concept.

#### How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure
  - Select the Form of taxes over withheld for States.

On this page, by charging one of your own accounts incorporated to the Service of Electronic Banking, you can make the payment for States taxes such as:

- ISR Personas físicas con actividad empresarial, pequeños contribuyentes (REPECOS)
- ISR Personas físicas con actividad empresarial Régimen Intermedio para Entidades Federativas

- ISR - IVA Pequeños contribuyentes cuota única
- IVA Pequeños contribuyentes
- ISR por enajenación de terrenos y/o construcciones

To solicit a tax payment for States.

1. Select in Origin Account, the branch and your account number and click "Search". When you have selected this data, click "Continue".
2. Enter your Registro Federal de Contribuyentes in the corresponding box.
3. Confirm your Registro Federal de Contribuyentes and click "Continue".
4. Enter: father´s last name, mother´s last name, name(s) (this tax only applies for Individual entities)
5. In Type of Tax, select States, and from the selection list(s) choose the corresponding concept which can be:
  - ISR Personas físicas con actividad empresarial, pequeños contribuyentes (REPECOS)
  - ISR Personas físicas con actividad empresarial Régimen Intermedio
  - ISR - IVA Pequeños contribuyentes cuota única
  - IVA Pequeños contribuyentes
  - ISR por enajenación de terrenos y/o construcciones
    - In the selection list, the option *State of location of property and/or building* is enabled when you are going to pay ISR for selling land and/or buildings. In the other cases is not enabled and you have to keep entering.
6. Select the Type of payment (which value will be expressed as "Normal", "Complementary" or "Fiscal correction").
7. Select the period (month) in which to apply the payment.
8. Select the Fiscal year (year) in which to apply the payment.
9. Enter the corresponding amount to tax to be paid, with no cents.
10. Select the additional charges and enter the amount to be paid. By clicking "Return", the information entered will be displayed in the lower screen.
11. Select the Applications and enter the amount to be paid. By clicking "Return", the information entered will be displayed in the lower screen.
12. If you want to erase or change any amount from step 9 and 10 click "Erase".
13. Enter the amount previous paid, only if it is applicable in your case.
14. Enter the date of the previous payment, only if it is applicable in your case.
15. If your payment is going to be presented in partial payments, and if the field Amount of the first payment is enabled, enter the exact amount of the first payment for this tax and period.
16. Click "Add concept" to place your information on the right section of the screen (Detail box), this is already considered part of your payment to be presented.
17. In the field Detail, located on the right side of your screen, you can see the details of the taxes entered up to the moment.
18. To confirm the entered information, click "Confirm information"; to confirm they are correct, click "Accept".
19. Click "Continue".

The button Return enables you to make a new selection of the tax you want to pay.

By clicking "Continue", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

### » Tax Payment entry - Rights Products and Exploitation Concept

#### What can I find on this page?

On this page you can enter the Federal Tax Payment for DPA concept.

#### How can I obtain the information I am interested in?

1. Upload the Java Applet.
2. Fill the Applet with the following procedure

- Select the form for Taxes, Rights, products and exploitation.

On this page you can make the following payments of Rights, products and exploitation to different government offices:

- Passport
- Credential reissuing
- Tax card reissuing
- Fiscal identification card reissuing
- Other rights and obligations

Before you make your payment, it is important to mention that you have to go to the corresponding government office for each concept in order to obtain the reference code of the DPA you need, as well as the amounts that you have to pay. You also have the choice of getting this information by calling them or by entering the corresponding web site, if all you need is the reference code of the DPA to be paid.

Web sites of some institutions:

- Servicio de Administración Tributaria (SAT)  
[http://www.sat.gob.mx/sitio\\_internet/e\\_sat/oficina\\_virtual/dpa/per\\_mor/CatalogoDPA.asp](http://www.sat.gob.mx/sitio_internet/e_sat/oficina_virtual/dpa/per_mor/CatalogoDPA.asp)
- Secretaría de Relaciones Exteriores  
<http://www.sre.gob.mx/juridicos/#>
- Secretaría de Economía  
<http://www.economia.gob.mx/?P=2036>

To solicit the payment of Taxes, Rights, products and exploitation:

1. Select in Origin Account, the branch and your account number and click "Search". Once you have selected this information click Continue.
2. Entry:
  - Registro Federal de Contribuyentes in the corresponding box (optional)
  - CURP (optional)
    - If you are an Individual entity, entry:

- Your father´s last name
  - Your mother´s last name (optional)
  - Name(s)
  - If you are a Legal person, entry:
    - Trade name or denomination registered in Secretaria de Hacienda y Credito Publico.
1. Select the Payment Period (Monthly, Bimonthly, Quarterly, Semiannual) of the fiscal year; if you do not require period, select Period Not Applicable; in this case the payment periods will be disabled, and also the ones that follow:
  2. Select the Period and the Fiscal year in which the payment is applied (in case it is applicable).
  3. Enter the exact amount with no cents.
  4. Enter the reference code of the DPA (previously obtained from the corresponding institution).
  5. Enter the chain of the institution.
  6. Select the corresponding Institution for the payment, for example: Secretaría de Relaciones Exteriores
  7. If it is the case, enter the amount of the additional charges, such as: Updating, Surcharges and Correction Fines
  8. Once the entry is finished, click "Add" to place your information on the right section of the screen (Detail box), this is already considered part of your payment to be presented.
  9. When displaying the question Do you want to pay IVA? click No-
  10. Click Confirm information to confirm the data you just entered, then click "Accept".
  11. Click Continue and at last, on "Accept" to confirm the information of the operation.

### **Important:**

- To make the DPA payment it is indispensable to have the right Java version; if you do not have it, after entering the data on the screen and click Add concept, the system will not allow you to continue with the following steps to conclude the operation. The required Java version is Java Plug-in 1.4.2 06 or more recent, which you can obtain and install following the instructions of the Java page Sun Microsystems: <http://www.java.com/es/>
- If you want to make the payment of different DPA concepts through Banca Electronica Banamex, you must make one banking operation for each of them, with its corresponding receipt of federal contributions, products and exploitation with digital seal.
- You must present your payment receipt (the one you printed) in the same offices you used to do it before. You should not forget that only the payment scheme was modified, not the management of the steps.

The button Return enables you to make a new selection of the tax you want to pay.

By clicking "Continue", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

### » Tax payment - Tax payment Application - Concept

#### What can I find on this page?

On this page you can see the details of the application of the Tax payment.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. Accounts

Formed by alias, account and updated balance.

##### 2. Tax

Presents the tax payment concept.

##### 3. Payment information

Formed by the concepts of the tax payment and contains the following information:

- Number of folio
- Name:
- RFC
- Total number of payments
- Amount effectively paid

##### 4. Detail of the payments

Contains the 1/1 payments showing the number it is in relation with a total of payments, followed by this information:

- Name:
- RFC
- ISR Personas físicas con actividad empresarial Régimen Intermedio
  - Period.
  - Fiscal year
  - Type of Payment:
  - Debited to
  - Updated part
  - Credit to salary
  - Amount debited
  - Amount paid

### 5. Certificates:

Contains the following information:

- Chain
- Digital stamp

To print your receipt, just click "Print", located on the upper right part of the page.

## » Tax payments - Referenced Payment entry

### What can I find on this page?

On this page you can make the payment of Federal Taxes referenced to the scan line that SAT issued to you in the acknowledgment of receipt of the declaration.

### How can I obtain the information I am interested in?

The page consists of the following sections:

#### 1. Accounts

- Withdrawal account:

Choose from the *Withdrawal Account* selection list, the account that you would like to use to make the tax payment. This list contains the ten more frequently used accounts.

If you do not find any of your accounts, click on *See all the accounts*; this option opens a window in which all the accounts are displayed, and where you can search by name, alias, branch or account number.

In this window, you can only select one account.

#### 2. Payment information

- Scan line SAT: Enter the scan line SAT issued to you:
- Amount MXN Enter the amount to be paid.

By clicking Return, you will be sent to the Federal Taxes screen so you make, again, the selection of the tax you want to pay.

By clicking "Continue", the Confirmation of the operation screen will be displayed.

### » Tax payments - Referenced Payment Confirmation

#### What can I find on this page?

On this page you can confirm the information of the payment to apply.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. Accounts

- Withdrawal account: Presents the name or alias of the account, the number and the balance.

##### 2. Payment information

Contains the information: scan line, date and amount.

By clicking "Return", you will be sent to the previous screen of *Operations detail*.

By clicking "Accept", a window will open in which you will be asked to enter your dynamic Code to apply the operation.

### » Tax payments - Referenced Payment Application

#### What can I find on this page?

On this page you can validate the service registration with an authorization number and the elements described as follows:

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. Accounts

- Withdrawal account: Presents the name or alias of the account, the number and the balance.

##### 2. Payment information

Contains the information: scan line, date, amount, user 1 and user 2.

To print your receipt, just click "Print", located on the upper right part of the page.